

INDIGENOUS EDITORS CIRCLE APPLICATION PACKAGE

Application Closing Date: June 26, 2017 – 4:30 p.m.

The *Indigenous Editors Circle* supports Canadian Indigenous literature by providing Indigenous¹ editors and publishers with peer mentorship, informed dialogue and knowledge about issues distinct to editing manuscripts by Indigenous authors. Up to Ten Indigenous editors from across Canada will be selected to participate in the seven-day Circle (Sunday, August 13 to Saturday, August 19, 2017) at Humber College’s Lakeshore Campus in Toronto, Ontario.

The *Indigenous Editors Circle* is a joint initiative of the Humber College School of Creative and Performing Arts and the Canada Council for the Arts with generous support from the Department of Canadian Heritage.

FOR MORE INFORMATION, CONTACT THE SCHOOL OF CREATIVE AND PERFORMING ARTS MANAGER OF CONTINUING EDUCATION

Natalie St. Pierre
416-675-6622, ext. 3363
natalie.st-pierre@humber.ca

E-MAIL ONE PDF OF THE APPLICATION TO:

creativearts@humber.ca

**NOTE: Applications must be e-mailed to Humber College
no later than 4:30 p.m. on the application closing date**

Applicants are notified of decisions no later than 30 days after the deadline date.

APPLICATION PACKAGE CONTENTS

	<i>Page</i>
Program Information	2
Application Requirements	5
Application Form	6

¹Section 35(2) of the *Constitution Act, 1982* defines Indigenous peoples as including “the Indian, Inuit and Métis peoples of Canada.”

INDIGENOUS EDITORS CIRCLE APPLICATION PACKAGE

Application Closing Date: June 26, 2017 – 4:30 p.m.

Objectives

The objectives of the Indigenous Editors Circle are to:

- Provide culturally informed professional development for Indigenous editors
- Support the publication of Canadian Indigenous literature(s) by developing a cohort of Indigenous editors with specialized knowledge and expertise
- Raise awareness within the Canadian publishing industry about issues unique to Indigenous cultural material
- Promote excellence in editorial and production standards for books by Indigenous authors.

Concept

Indigenous editors and publishers from across Canada will participate in an intensive seven-day Circle. The program was developed in consultation with Indigenous writers and publishers. A Turtle Island philosophical framework respecting the oral tradition and contemporary writing of Indigenous peoples informs the program design and will guide the learning experience.

The Indigenous Editors Circle will not provide training in basic editing skills. It will create a learning community for publishing professionals to engage in dialogue in a cultural context. Four Elder-instructors with expertise in writing, editing and publishing Indigenous manuscripts will lead workshops, exercises and discussions designed to explore the roles of substantive editors and publishers in

- Respecting Indigenous orality and evolving contemporary Indigenous literary traditions
- Preserving Indigenous narrative voices, worldview and manuscript integrity
- Ensuring correct and culturally sensitive usage, terms and names distinct to each Nation
- Identifying and honouring relevant Indigenous cultural protocols
- Considering notions of traditional knowledge, intellectual property rights and copyright issues around the publication of traditional material and communally-owned stories
- Maintaining professional and respectful relationships with authors and colleagues
- Providing developmental editing and mentorship to emerging Indigenous writers
- Ensuring that books by Indigenous authors reflect the highest editorial and production standards.

Description

Dates: The Indigenous Editors Circle will begin on Sunday, August 13, 2017 with an afternoon orientation session. It will conclude on Saturday, August 19.

Location: Daytime sessions will be hosted at Humber College's Lakeshore Campus, located in Toronto's west end on the shores of Lake Ontario.

Description (continued)

Travel, accommodation and catering:

- Will be arranged by Humber College in consultation with participants
- All participants and faculty will be accommodated at Humber's Lakeshore Campus
- Every attempt will be made to accommodate participants with special needs.

Sessions:

- All sessions and resource material will be presented in English
- Participants:
 - Are required to bring laptop computers
 - Must be prepared to engage in discussions and group learning activities, complete evening assignments and attend evening events
 - Are encouraged to bring published works by Indigenous authors and questions related to editing those works
 - Must attend the entire program and submit an evaluation and final report.

Fees and Expenses:

Participants are not required to pay a fee for attending the Indigenous Editors Circle or to cover costs associated with their travel, accommodation, meals and program resource materials. These expenses are covered by the program partners and sponsors. In particular, the Canada Council for the Arts will dedicate the total amount of its contribution to support participation by Indigenous editors and publishers from across the country.

Participants are responsible for any incidental or personal expenses.

Eligibility

Eligible Applicants:

- Must be Canadian citizens or Permanent Resident of Canada
- Must be of Indigenous¹ ancestry
- Must have acquired basic editorial skills through formal or informal education, training, enrollment in a professional accreditation program or by editing manuscripts for publication
- Editors:
 - Demonstrate a sustained interest in writing and publishing
 - May have had their writing published in books, anthologies or literary magazines
 - Have edited and/or evaluated manuscripts for publication on a contract basis
- Publishers:
 - Have been employed by a professional Canadian publishing house in an editorial capacity
 - or
 - Have a significant publication history as editors of books or anthologies.

Ineligible Applicants:

- Applicants who have outstanding reports for any previous grant received from the Canada Council for the Arts.

¹Section 35(2) of the *Constitution Act, 1982* defines Indigenous peoples as including "the Indian, Inuit and Métis peoples of Canada."

Assessment

Note: Applicants are advised to consider the Assessment Criteria when developing the content of their application.

A panel of assessors with expertise and knowledge of Indigenous writing and publishing will assess eligible applications and select eight participants. Consideration will be given to regional representation and diversity of First Nations, Métis and Inuit cultural identity, along with the following assessment criteria.

Assessment Criteria

1. Professional Impact

- Potential benefit of the Circle to the applicant's editorial practice, professional status and/or career development
- Potential benefit of the Circle program to the publishers and writers employing the applicant
- Potential contribution of the applicant to Indigenous writing and publishing in Canada.

2. Learning Objectives

- Relevance of the Indigenous Editors Circle to the stated learning and/or professional development objectives
- Merit of the stated learning objectives in the context of the applicant's resume, prior education and experience.

Reports

Indigenous Editors Circle participants are required to provide the Humber College School of Creative and Performing Arts with a completed Indigenous Editors Circle evaluation and a final report that describes the impact of the Circle no later than 30 days after the end date of the Circle.

Confidentiality of Information

The personal and confidential information that is provided in an application is collected, used and disclosed in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act* and the *Personal Information Protection and Electronic Documents Act*. This information is required to process the application. Personal and confidential information disclosed in the application will only be shared, as necessary, with employees of Humber College, the Canada Council for the Arts, and the assessors. If selected to participate in the Indigenous Editors Circle, the participant's name and community of residence will be made known publicly. Humber College will respond appropriately to any inquiries regarding the privacy policies and procedures, including requests to access the applicant's personal information.

**INDIGENOUS EDITORS CIRCLE
APPLICATION PACKAGE**

Application Closing Date: June 26, 2017 – 4:30 p.m.

Submit the Application Form and the following supporting material as *one PDF* only.

<input type="checkbox"/>	APPLICATION FORM – <u>Complete and sign</u>
<input type="checkbox"/>	LEARNING OR PROFESSIONAL DEVELOPMENT OBJECTIVES (<u>maximum 1 page</u>) <u>Enclose</u> a description of your learning objectives and how you will benefit from participating in the Indigenous Editors Circle.
<input type="checkbox"/>	WRITING AND PUBLISHING HISTORY (<u>maximum 2 pages</u>) <u>Enclose</u> a commentary or reflection on your writing and publishing experience that will enable the assessors to assess the impact of your participation in the Indigenous Editors Circle.
<input type="checkbox"/>	RESUME (<u>maximum 3 pages</u>) <u>Enclose</u> a resume listing relevant education, professional development and editorial experience including: <ul style="list-style-type: none"> • Professional achievements such as <ul style="list-style-type: none"> ○ Publication credits ○ Editorial credits and experience ○ Awards and nominations ○ Names of authors and publishers for whom you have worked ○ Professional associations or affiliations • History of employment in the arts or publishing • Formal education and training • Professional development.
<input type="checkbox"/>	LETTERS OF SUPPORT (<u>maximum 2</u>) <u>Enclose</u> letters of support from authors or publishing professionals familiar with your editorial work.
<input type="checkbox"/>	REVIEWS (<u>maximum 2 pages</u>) <u>Enclose</u> reviews of books you have authored or edited.

**INDIGENOUS EDITORS CIRCLE
APPLICATION PACKAGE**

Application Closing Date: June 26, 2017 – 4:30 p.m.

- **Complete this form in black ink or type.**

PART 1: APPLICANT INFORMATION	
Applicant Legal Name:	
Applicant Mailing Address:	
Phone:	E-mail:
Website:	
Applicant Category <i>(check one)</i> : <input type="checkbox"/> Editor <input type="checkbox"/> Publisher	
Community Affiliation <i>(check one)</i> : <input type="checkbox"/> First Nation: _____ <input type="checkbox"/> Métis <input type="checkbox"/> Inuit	
Publisher Name <i>(if applicable)</i> :	
PART 2: RELEASE OF INFORMATION	
<p>A. Humber College, the Canada Council for the Arts and/or the Department of Canadian Heritage are frequently approached by members of the media or elected officials for contact information on successful program participants. Please check beside the options below to authorize the release of this information. If the options are not checked, the applicant's contact information will not be provided to members of the media and/or elected officials.</p> <p><input type="checkbox"/> I authorize Humber College, the Canada Council and/or the Department of Canadian Heritage to release my name, phone number and/or email address to members of the media in response to inquiries related to my selection as a participant in the Indigenous Editors Circle.</p> <p><input type="checkbox"/> I authorize Humber College, the Canada Council and/or the Department of Canadian Heritage to release my name and mailing address to elected officials (i.e. members of provincial/territorial legislative assemblies and/or members of parliament) if this information is requested for the specific purpose of writing me a congratulatory letter regarding my selection as a participant in the Indigenous Editors Circle.</p>	
<p>B. The Humber College School of Creative and Performing Arts occasionally communicates information regarding the School's programs and activities. Please check beside the statement below to authorize the School to include you in its communications. If the statement is not checked, your contact information will not be included.</p> <p><input type="checkbox"/> I authorize the Humber College School of Creative and Performing Arts to use my name, e-mail address and mailing address to provide me with information distributed by the School.</p>	

PART 3: DECLARATION

I, the undersigned:

- **Certify I have read and understand the eligibility criteria for this program, and I am in compliance with the program's eligibility requirements**
- **Accept the conditions of this program and agree to direct all questions concerning the assessment and/or results of this application to the Humber College School of Creative and Performing Arts**
- **Understand:**
 - **Humber College and/or the Canada Council may request additional information beyond that included in this application**
 - **Humber College will rely on review and assessment of this application as part of its due diligence**
 - **This application may or may not result in my selection as a participant in the Indigenous Editors Circle**
- **Authorize Humber College to contact me at any time regarding any matter related to this application**
- **If this application is successful, agree to:**
 - **Attend and participate fully, as required, in the seven-day Indigenous Editors Circle at Humber College's Lakeshore Campus in Toronto, Ontario**
 - **Authorize Humber College, the Canada Council for the Arts and/or the Department of Canadian Heritage to contact me at any time regarding any conditions affiliated with my selection as a participant in the Indigenous Editors Circle**
 - **Notify and consult with the Humber College School of Creative and Performing Arts regarding any circumstances that may affect my participation in the Indigenous Editors Circle as soon as they arise**
 - **Acknowledge the Indigenous Editors Circle program partners when possible and appropriate**
 - **Provide the Humber College School of Creative and Performing Arts with a completed Indigenous Editors Circle evaluation and a final report that describes the impact of the Circle no later than 30 days after the end date of the Circle**
- **Authorize Humber College, the Canada Council for the Arts and the Department of Canadian Heritage to publicly release my name and community of residence in relation to my participation in the Indigenous Editors Circle**
Humber College, the Canada Council for the Arts and the Department of Canadian Heritage are required to report to the public on the funds disbursed through programs. This authorization is mandatory for Humber College to process the application.
- **Declare that the statements and information contained on this form and in this application are accurate and complete.**

Signature

Name (print clearly)

Date